

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library  
Northbrook Civic Foundation Room  
April 21, 2016**

**CALL REGULAR MEETING TO ORDER**

The regular meeting of the Board of Trustees was called to order at 7:30 p.m. by Mr. Carlos Früm.

**BOARD OF TRUSTEES ROLL CALL**

The roll was called by Ms. Robyn Franklin.

**Trustees Present:** Ms. Sharon Bergstein, Mr. Carlos Früm, Mr. Jay Glaubinger, Ms. Miriam Imrem, Mr. Marc Lonoff, Ms. Vera Mayer, Ms. Daphna Neirick

**Trustees Absent:**

**Staff Present:** Ms. Kate Hall, Ms. Anna Amen, Ms. Mary Kay Perrenot, Ms. Robyn Franklin

**Guests Present:** Mr. Christopher Holly – Cooperative Computer Services (CCS)

**APPROVAL OF THE FOLLOWING AGENDA**

Mr. Früm requested that Ms. Perrenot's presentation regarding databases and Mr. Holly's presentation on CCS be moved to after the approval of the March 17, 2016 minutes. Ms. Bergstein moved that the agenda be approved as amended. Ms. Imrem seconded the motion. On a voice vote, all Trustees voted "aye."

**APPROVAL OF MARCH 17, 2016 GENERAL SESSION MINUTES**

Mr. Lonoff moved that the minutes of the Regular Meeting of March 17, 2016 be approved. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted "aye", except Ms. Mayer who abstained.

**STAFF REPORTS**

Ms. Hall introduced Ms. Mary Kay Perrenot, Reference Librarian, to discuss the Library's databases. Ms. Perrenot talked about how databases are selected and their pricing. She mentioned that many of our databases are chosen because the material is no longer in print. Some databases are discounted or free to us with the purchase of hard copies of the materials. Ms. Hall mentioned that we are working with local schools to see what databases they are offering so that we can provide different options. Ms. Perrenot talked about working with the Emily Glimco, Marketing and Communications Associate, to promote the Library's eResources to the community.

Ms. Hall introduced Mr. Christopher Holly, Executive Director of Cooperative Computer Services (CCS). CCS is a group of 24 public libraries in the north and northwest suburbs of Chicago that share a Sirsi Dynix Symphony computer system for circulation, acquisitions, cataloging, interlibrary loan and an online public access catalog. Since joining CCS a year ago, Mr. Holly's goal has been to modernize the operation and develop a clear vision for CCS. After working with strategic consultants and Library Directors the following key initiatives were identified: patron experience, data use and analysis, continuing education and modern technology relevance. The board asked questions regarding library technology and trends in the library world.

**PUBLIC COMMENTS**

None

## **MONTHLY TREASURER'S REPORT**

### **Review Monthly Financial Statements**

Ms. Imrem drew attention to the financial report as exhibited in the Board packet.

The financial status of the library funds as of March, 2016 was as follows:

|                                    | <b>Operating</b>      | <b>Capital<br/>Improvements</b> | <b>Debt Service</b> |
|------------------------------------|-----------------------|---------------------------------|---------------------|
| General Fund                       | \$8,206,560.10        |                                 |                     |
| Restricted                         | 284,413.69            |                                 |                     |
| IMRF                               | 243,886.05            |                                 |                     |
| FICA                               | 252,563.05            |                                 |                     |
| Total General Fund                 | <u>\$8,987,422.89</u> |                                 |                     |
| Total Capital Improvement          |                       | <u>\$1,189,617.88</u>           |                     |
| Total Debt Service                 |                       |                                 | <u>\$9,836.05</u>   |
| Checking – NBT                     | \$2,969,282.82        | \$3,804.17                      | \$66.94             |
| ProPay                             | 18,203.68             |                                 |                     |
| ProPay                             | 120.77                |                                 |                     |
| Money Market – GSB                 | 223,961.52            |                                 |                     |
| Checking/ Money Market – MB        | 5,540,891.19          | 17,602.88                       |                     |
| Investments                        |                       | 1,103,252.67                    | 5,355.60            |
| Illinois Funds                     |                       |                                 |                     |
| US Bancorp                         | 158,148.31            | 483.04                          |                     |
| IMET                               | 76,019.60             | 64,475.12                       | 4,413.51            |
| Petty Cash                         | 795.00                |                                 |                     |
| Total                              | <u>\$8,987,422.89</u> | <u>\$1,189,617.88</u>           | <u>\$9,836.05</u>   |
| <b><u>Investment #</u></b>         | <b><u>Amount</u></b>  | <b><u>Maturity</u></b>          | <b><u>Rate</u></b>  |
| <b><u>Capital Improvements</u></b> |                       |                                 |                     |
| NB&T – 16808                       | 1,103,252.67          | 6/24/16                         | .25%                |
| <b><u>Debt Service</u></b>         |                       |                                 |                     |
| NB&T – 16829                       | 5,355.60              | 7/13/16                         | .20%                |

### **Approve Bills and Charges from March, 2016**

Ms. Imrem drew attention to the following Bills and Charges for March, 2016 and the additional bills listed below:

|                          |                      |
|--------------------------|----------------------|
| Operating Funds          |                      |
| Library Claims List      | \$ 241,526.65        |
| Librarian's Claims List  | 18,778.81            |
| Payroll                  | 133,888.58           |
| FICA/IMRF                | 24,985.70            |
| ACH to IPBC              | 49,833.60            |
| Total Operating Funds    | <u>\$ 469,013.34</u> |
| Capital Improvement Fund |                      |
| Claims List              |                      |
| Construction Fund        |                      |
| Claims List              | <u>\$ 4,400.00</u>   |
| Debt Service Fund        |                      |
| Grand Total Library      | <u>\$ 473,413.34</u> |

## Additional Bills

### Operating Fund – Library Account

|       |                                   |           |
|-------|-----------------------------------|-----------|
| 22641 | CenterPoint Energy Services, Inc. | 4,040.33  |
| 22642 | ClientFirst Consulting Group, LLC | 33,771.25 |
| 22643 | Kelly Durov                       | 695.70    |
| 22644 | First Bankcard                    | 2,366.12  |
| 22645 | Gale/CENGAGE Learning             | 995.60    |
| 22646 | Limricc Unemployment Comp. Group  | 2,286.13  |
| 22647 | Reed Exhibition                   | 641.00    |
| 22648 | Reserve Account                   | 1,000.00  |
| 22649 | Linda Sasser                      | 750.00    |

Ms. Imrem made a motion to approve the March Bills and Charges and additional bills. Mr. Lonoff seconded the motion.

On a roll call vote, Trustees voted:

“Aye”: Ms. Bergstein, Mr. Früm, Mr. Glaubinger, Ms. Imrem, Mr. Lonoff, Ms. Mayer, Ms. Neirick

“Nay”: None

### **FOUNDATION**

Ms. Amen reported that no bricks or chairs have been sold this month.

### **ECONOMIC DEVELOPMENT COMMITTEE REPORT (EDC)**

Mr. Glaubinger attended the Economic Development Committee meeting last week. He reported that the North Shore 770 project on Dundee Road and Skokie Blvd. has been approved to give out some occupancy permits - 75 of the 350 units have been approved for occupancy. The Timbers Edge project is moving forward. The Jacobs Homes project is in early stages of development. The Edward James (Annetsberger) project has been approved by the board. The main issue involves access to Lee Road, which will now be controlled access for emergency vehicles only. It is moving forward and will start construction next year. The board questioned when the library would receive the impact fees related to these projects. Ms. Amen will provide information related to the impact fees.

Mr. Glaubinger discussed the taxing districts presentations. Village Board President Sandra Früm met with Governor Rauner in Springfield. The Park District reported that their Executive Director is leaving. School District 225 Superintendent Mike Riggle reported that Glenbrook South enrollment is growing and Glenbrook North enrollment is stable. Mr. Riggle discussed how the school board wants to create a consortium with the other taxing bodies in the village. The purpose of this would be to obtain a better product for a better cost. The first example of this collaboration would be allowing the school districts and library to access to the internet system at District 225 Ms. Hall mentioned that next month she will bring the information regarding joining the group to the board.

Finally, Mr. Glaubinger mentioned that the 6B process was discussed. One objective of the Economic Development Committee is to make people in the community aware of how the 6B process works and how it helps the village.

### **SPECIAL EVENTS COMMITTEE REPORT**

There was no meeting this month.

### **REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)**

Ms. Hall reported that on April 7<sup>th</sup> RAILS received the Illinois Library Delivery System (ILDS) contract from the University of Illinois at Urbana-Champaign’s procurement department. We currently contract within RAILS but this is for all of the academic libraries within the state. The contract covers delivery to 142 CARLI/ILDS locations beginning July 1, 2016. It is currently being reviewed by RAILS attorney Erik Thompson. The money for this contract comes from federal funds as well as state funds that have already been procured. RAILS currently has 22 months of funding in reserve which is down from the previous 24 months in reserve. Ms. Hall also mentioned that both RAILS and IHLS (Illinois Heartland Library System) have signed an agreement with the Ancel Glink law firm to establish a statewide FOIA hotline for member libraries. This service is scheduled to launch during the last week in April.

## **STAFF REPORTS**

Ms. Hall reminded the board that the library will be closed on May 6<sup>th</sup> for Staff Development Day. She mentioned that the library's attorney, Kathy Henn, will be leaving Klein Thorpe and Jenkins. Although she is the attorney that the library worked with most closely, there are still two attorneys that specialize in libraries at the firm. Ms. Hall also mentioned that Marketing and Communications Associate, Emily Glimco, is coordinating a "Love Your Library" month for September and would like to see if members of the board would be interested in staffing a "Meet the Board" table on Saturday, September 10<sup>th</sup> from 1:00-4:00. Ms. Hall also mentioned the need for a chiller project and asked Ms. Amen to provide some information. Ms. Amen stated that due to the age and condition of the chiller (air conditioning unit), Joe Skittino, Maintenance Manager has recommended its replacement. Calor Design has provided a review of the existing system and recommendations for an upgrade. FE Moran has provided a cost estimate for the project – approximately \$650,000. Additional information will be provided at the next board meeting.

## **UNFINISHED BUSINESS**

### **Building Construction Update**

Ms. Hall reported that we are still working with MG Mechanical to resolve the open issues.

### **Strategic Planning Process Discussion**

Ms. Hall summarized the four strategic planning proposals. Ms. Hall and board members discussed the proposals and the timing of implementation. Ms. Hall will speak with Library Strategies regarding modifications to their proposal. She will report back to the board next month.

## **NEW BUSINESS**

### **Discussion on Programming and Registration**

Ms. Hall reported on her discussion with the programming committee regarding program attendance and registration. The committee stated that there does not appear to be a problem with classes held in the Youth Services Activity Room, Interactive Classroom, Pollak and Civic. However, the committee has concerns about the Auditorium. After a review of the programming numbers, only 4% of the total programs have reached capacity. She discussed the specific programs that reached capacity, how staff handled these situations and options for serving patrons better in the future. After further discussion the board decided to gather more data over the next year before any changes are made.

### **Executive Director Annual Review**

#### **Executive Session**

At 9:27pm, Ms. Bergstein made a motion to close the general session and open Executive Session pursuant to 5 ILCS 120/2(c)1: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Ms. Neirick seconded the motion. On a roll call vote, Trustees voted:

“Aye”: Ms. Bergstein, Mr. Früm, Mr. Glaubinger, Ms. Imrem, Mr. Lonoff, Ms. Mayer, Ms. Neirick

“Nay”: None

At 9:40pm Ms. Neirick made a motion to close the executive session and re-open the general session. Ms. Mayer seconded the motion. On a roll call vote, Trustees voted:

“Aye”: Ms. Bergstein, Mr. Früm, Mr. Glaubinger, Ms. Imrem, Mr. Lonoff, Ms. Mayer, Ms. Neirick

“Nay”: None

Ms. Bergstein made a motion to give Executive Director, Kate Hall, a \$3,000.00 salary increase. Ms. Mayer seconded the motion. On a roll call vote, Trustees voted:

“Aye”: Ms. Bergstein, Mr. Früm, Mr. Glaubinger, Ms. Imrem, Ms. Mayer, Ms. Neirick

“Nay”: Mr. Lonoff

**ADJOURNMENT**

There being no further business to discuss, Ms. Mayer moved to adjourn this meeting. Ms. Neirick seconded the motion. The meeting was adjourned at 9:42 p.m.

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Carlos Früm, President

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Robyn Franklin, Recorder